Tentative Budget Report (STW-GL-6)

Last Updated: March 2018
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Introduction

This document provides instructions for preparing and generating the Tentative Budget in Munis. The Tentative Budget contains the projected revenues and expenditures for the upcoming fiscal year. State law requires that the local board adopt a Tentative Budget by May 30 of each year.

What is a Budget Projection?

A Budget Projection is a work file for creating next year budgets. When a Budget Projection is generated, only G/L accounts with the budgetary flag set to Y are copied into the work file.

What is a Multi-year Fund?

A Fund is multi-year when budgeted amounts in that Fund may be received and expended over a period extending beyond one fiscal year. *Fund 2* is a *Multi-year Fund*. Grants (projects) often have a balance at the end of the fiscal year that may be expended in the next year. *Fund 22 and Fund 360* are also *Multi-year Funds.* Fund 2 is used as the multi-year fund example throughout this document.

Note: A budget projection for Fund 360 is highly unlikely. Most Fund 360 budgets are created through Budget Amendments at the time the bonds are issued. If a budget projection is necessary for Fund 360, simply follow the steps for a Fund 2 projection.

A Budget Projection is created one time for a project which is in the year of its inception. After a budget completion is processed on a project, that budget remains with the project accounts over the lifetime of the project. A Budget Projection is generated each year ONLY for next year projects. Munis allows the user to include only selected accounts within a specified Fund in a Budget Projection. Using this feature, only next year Project Accounts will be selected for inclusion in the Fund 2 (Special Revenue) projection.

Note: Before a budget projection can be generated for projects, project accounts must be created in Munis.

Tentative Budget Processing Summary

Annual Funds:

1. Roll the Draft Budget Projection (Level 2) into the Tentative Budget Projection (Level 3).
2. Run Master to update the Projection if new accounts have been added or deleted from the General Ledger since the Draft Budget was created.

Multi-year Funds:

1. Mass create projects for next fiscal year.
2. Generate a Budget Projection for Fund 2 as well as other multi-year year funds that will have new budgets established for the upcoming year.
3. Roll the Fund 2 projection from Level 1 (Requested) to Level 3 (Tentative).

Annual and Multi-year Funds:

1. Update budget amounts in all projections.
2. Generate Next Year Budget Reports to verify budget entry and to compare budget amounts against prior year budgeted and actual expenditures and revenue. Refer to the document entitled *Next Year Budget Reports BD-1* found on the KDE Munis Support & Guides webpage.
3. Repeat steps 1-2 during the budgeting process as often as necessary to finalize the Tentative Budget.
4. Generate the Tentative Budget for submission to the Kentucky Dept of Education.

Annual Funds Budget Projections

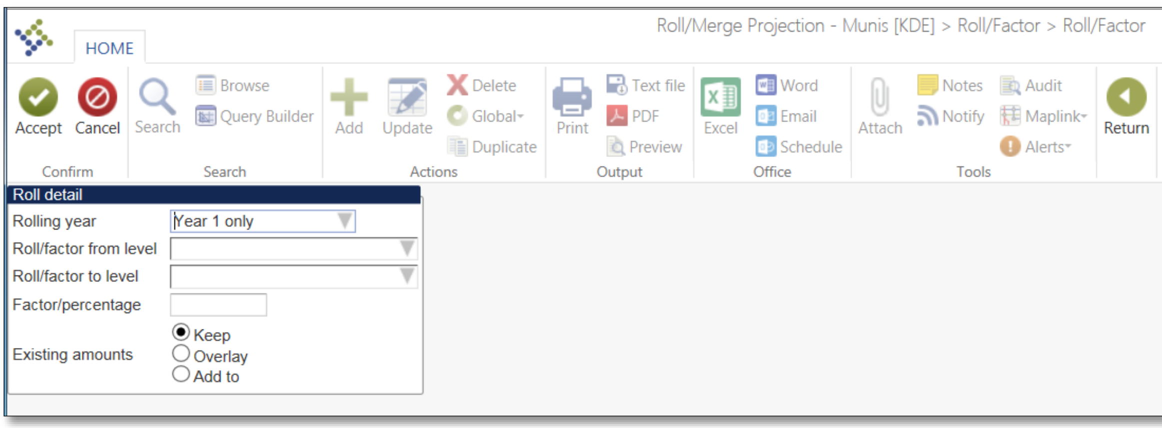
Rolling the Budget Projection for Annual Funds

When the Roll/Factor step is performed, budget amounts from the Draft Budget (Level 2) will be rolled into the Tentative Budget (Level 3).

Navigate to Roll/Factor/Merge Projection.

Financials >Budget Processing >Roll/Factor/Merge Projection

1. Verify the **Projection number** displayed is correct.
2. Select **Roll/Factor** and a new window appears.
3. Select **Search** and click **Accept** to select all accounts within the projection.
4. Select **Roll/Factor** and the following window appears.



5. Enter the following in the new window:
   - Rolling year = Year 1 only
   - Roll/factor from level = 2 (Draft).
   - Roll/factor to level = 3 (Tentative).
   - Existing amounts = Choose from Keep, Overlay, Add To. (Most commonly used option for existing amounts is Overlay. If you already have some amounts entered in the Tentative level that you want to keep, choose Keep.)
6. Click **Accept**. A window appears prompting to process the update. Select **Yes** to proceed.

   The Current Year Revised Budget on all accounts in the projection will be copied from Level 2 (Draft) to Level 3 (Tentative). This process may take several minutes to complete, depending upon the number of accounts.

Running Master for the Annual Fund Budget Projection

The **Master** option in **Define/Start Budget Projection** synchronizes a budget projection with the General Ledger Account Master. If any accounts were added, deleted or changed in the General Ledger Account Master program since the Draft Budget was created, the **Master** function will add, delete and/or update accounts within the projection.

Only Annual Funds should be set up in the projection(s).

Navigate to **Define/Start Budget Projection** to process **Master** function:

Financials > Budget Processing > Define/Start Budget Projection

1. Select **Search** and enter the budget projection number.
2. Select **Master**.
3. Select **Accept** to synchronize the accounts in the projection with those in the GL Master.

Multi-Year Funds Budget Projections

This section provides instructions for generating a Budget Projection for Fund 2 (Special Revenue). If other multi-year fund accounts need a new-year budget established, the fund(s) can be added to the same projection. All next year projects and accounts must be added prior to generating a Budget Projection. Multi-year fund accounts must have a project number attached in order to report properly on Kentucky specific financial reports.

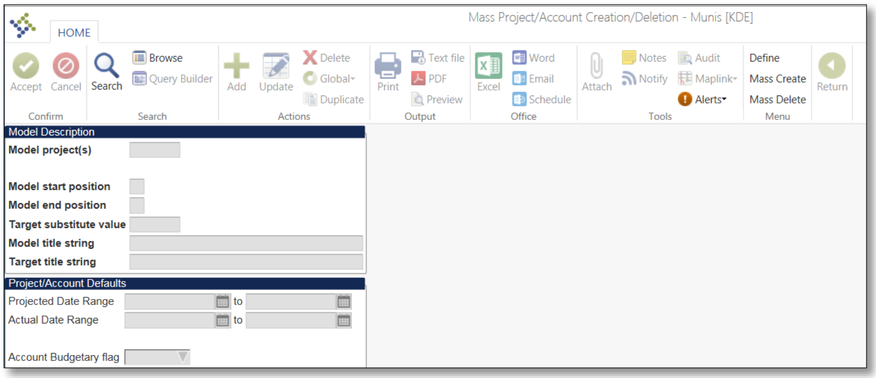
Mass Create Next Year Projects

The **Mass Project/Account Creation** function performs the following when processed:

1. Creates the new projects and accounts based on the defined criteria.
2. Establishes budgets for the newly created accounts based on the previous fiscal year project accounts.
3. Populates the Projected Date Range and Actual Date Range fields on the Project Master record.
4. Flags the Budgetary Status field on the Account Master screen for each project account that is created.

Navigate to **Mass Project/Account Creation** to mass create accounts.

Financials >General Ledger Menu >Project Accounting >Projects within General Ledger >Mass Project/Account Creation



1. Select **Search** to enter the project code or use wildcards to pull in all project numbers you'll be using to mass create accounts in the **Model Project(s***)* field and click **Accept**.

   ***Note:* To create all projects at one time, enter ???D* in the Model Project(s) field. (*D* represents a 2018 project.)**

   The number of projects matching the selection is displayed at the bottom of the screen.

   Select **Browse** to display the Project Name and ensure the project(s) selected need to be mass created.
2. Click **Return**.
3. Select **Define**.
4. Enter **4** in the **Model Start Position** field and **4** in the **Model End Position** field.
5. Enter the character that represents the fiscal year in the **Target Substitute Value** field. For example, enter **E** for the new fiscal year of **2019**. These steps will replace the fourth character of the Project Code with the character that represents the new fiscal year.
6. The **Model Title String** field allows a user to change the Model Project master description. Enter a new description or ***** (asterisk) to leave it the same.
7. The **Target Title String** field allows a user to designate a new description for the mass-created project. Enter a new description or an ***** (asterisk) to leave it the same as the Model Project description.

   ***Note:* The Model Title String and Target Title String fields perform a substitution of the text found in the project description. If a user enters text into the Model Title String (i.e., 2018) and text in the Target Title String (i.e., 2019), any occurrence of the Model Title String found in the project description is replaced with the text entered in the Target Title String.**

   Example: A project description of "Title I-2018" is changed to "Title I-2019" for the created project. Any pattern in the project description matching the Model Title String will be replaced by the Target Title String.

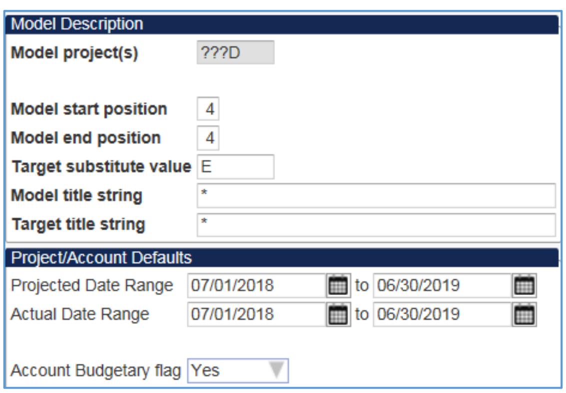
8. Enter the dates into the **Projected Date Range** fields. (i.e., 07/01/2018-06/30/2019 for Fiscal Year 2019 grants)
9. Enter the dates into the **Actual Date Range** fields. (i.e., 07/01/2018-06/30/2019 for Fiscal Year 2019 grants.)

   Notes:

   - ***It is crucial that the dates entered into the Date Range fields are specific to the year the grant is awarded.***
   - ***The range must span only that fiscal year.***
   - ***Example – Title I Fiscal Year 2019 – the Actual Date Range must be 07/01/2018-06/30/2019 even if the grant is expended over multiple years.***
   - ***Entering a date past 06/30/2019 for Fiscal Year 2019 grant will cause the grant to pull into future statewide reports creating problems that will result in errors when submitting the reports.***

10. Set the **Account Budgetary flag** option to *Yes*.

    Sample screenshot is shown below for Mass Project Account Creation for Fiscal Year 2019 Fund 2 project accounts:



Model Description

Model project(s)	???D
Model start position	4
Model end position	4
Target substitute value	E
Model title string	*
Target title string	*

Project/Account Defaults

Projected Date Range	07/01/2018	to	06/30/2019
Actual Date Range	07/01/2018	to	06/30/2019
Account Budgetary flag	Yes		

11. Select **Accept.**
12. Select **Mass Create.**
13. A screen will appear prompting the user to save the report. This report provides a listing of the project(s) and accounts created. The report can be retrieved from Saved Reports.

    ***Note:** The message, Processing, might show at the bottom of the screen for an extended period of time. However, accounts have been created. In order to check that accounts have been created, view in Account Master and/or Project Master before closing the Mass Project/Account Creation/Deletion screen.*

14. Carefully review the **Project Title** in the report generated. If any project titles are incorrect, changes can be made in **Project Master**.

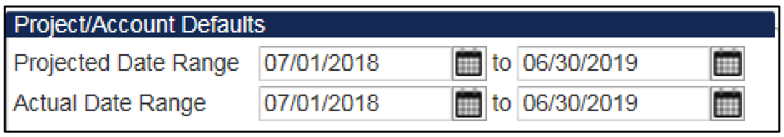
15. After the mass-create is complete, information can be reviewed in **Project Master.**

    Navigate to Project Master to view projects that were created.

    Financials >General Ledger Menu >Project Accounting >Projects within General Ledger >Project Master

    Select **Search.**

    All projects created for Fiscal Year 2019 should have the date ranges of 07/01/2018 to 06/30/2019.

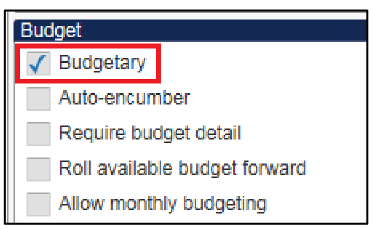


16. **Budgetary Status** box on the Account Master screen should be checked for all accounts that were created if the Account Budgetary Flag option was set to **Yes** when the project accounts were mass created. This can be reviewed on the Account Master screen.

    Navigate to Account Master to view project accounts that were created.

    Financials >General Ledger Menu >Set Up/Chart of Accounts >Account Master

    The **Budgetary** box on the Account Master screen should contain a check mark.



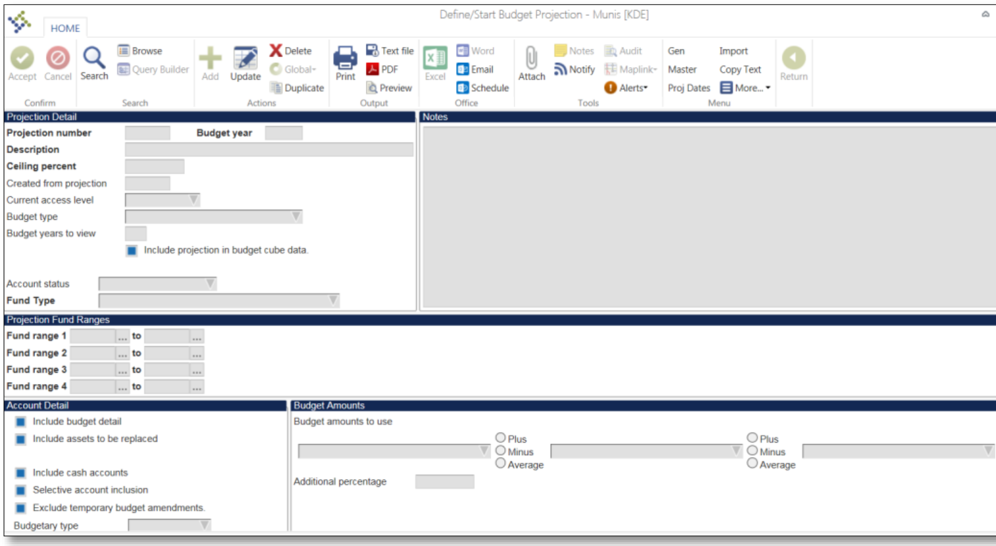
Generating a Budget Projection for Multi-year Funds

A Budget Projection for Multi-year Funds should include *only next year* Project Accounts. This is accomplished by selecting specific accounts for inclusion in the projection.

Navigate to Define/Start Budget Projection to generate the multi-year fund projection(s).

Financials >Budget Processing >Define/Start Budget Projection

The following screen is displayed for **Define/Start Budget Projection** program:



<u>Note:</u> It is crucial that the <u>TAB key</u> be used when entering information into the Define/Start Budget Projection screen unless another key or option is specifically mentioned. Clicking Accept or pressing enter prior to completing each field on the screen could prematurely generate the projection. This will result in project accounts being added that are not within the next year range of accounts and/or no budget amounts being brought into the projection.

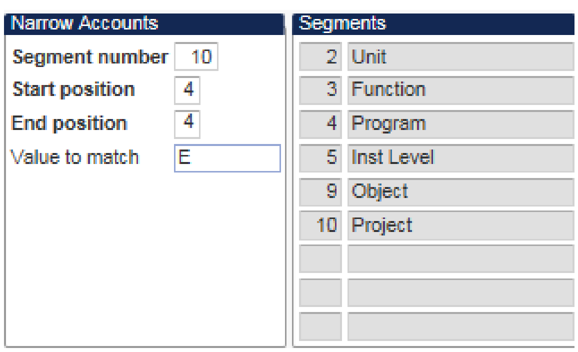
1. Select **Gen** to generate a new projection.
2. Enter the following field values into the budget projection screen:
   - Projection Number (e.g., 20192)
   - Budget Year = 2019
   - Description (e.g., 2019 FUND 2 BUDGET PROJECTION)
   - Ceiling percent = 0 (.00 is the default. If you wish to impose a percent limit on the budget increase, enter the appropriate percentage.)
   - Current Access level = (default value is Level 1) – This indicates the lowest level user that may access the projection at the present time.
   - Budget Type = Operating Budget
   - Budget Years to View = 1
   - Account Status = A, I and N
   - Fund Type = Multi-year funds that budget for life

- Fund Range 1 = 2 to 2 (Yields Fund 2 accounts only. If you are also setting up this projection to include Fund 22-Activity Fund Multi-Year, you can add another Fund Range of 22 to 22.)
- Check the box **Selective Account Inclusion**. This *must* be set to narrow the range of accounts to include only next year projects in the Fund 2 projection.
- Use **Tab** key (do not use the Enter key or press Accept at this point) to launch the selection criteria screen.
- Enter the following selection criteria:
  - Segment number = 10 (Project)
  - Start position = 4 (start position of the project code)
  - End position = 4 (end position of the project code)

    The fourth position of every Project Number denotes the fiscal year. Entering the starting and ending position as 4 limits the account selection to those accounts with a specified value (Value to Match) in the fiscal year position.
  - Value to match = Enter the character that represents the fiscal year.

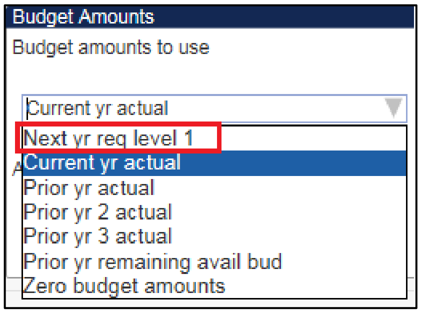
    Example: E=2019 - The process creates budgets for only Fund 2 accounts with projects that have in the 4th position the Value to Match into the next year projection.

    Example:



  - Use **Tab** key to close the screen. *Do not use the Enter key or press Accept at this point.*
- Change **Budget amounts to use** field to **Next yr req level 1** option in the drop-down menu. Using this option will pull the budget amount from the Next Year Requested Budget field that was populated at the time the new projects and accounts were created.

***Note:* The *Budget amounts to use* field defaults to *Current yr actual*. Failure to change this to *Next yr req level 1* will result in zero budgets for the multi-year accounts when generating the budget projection.**



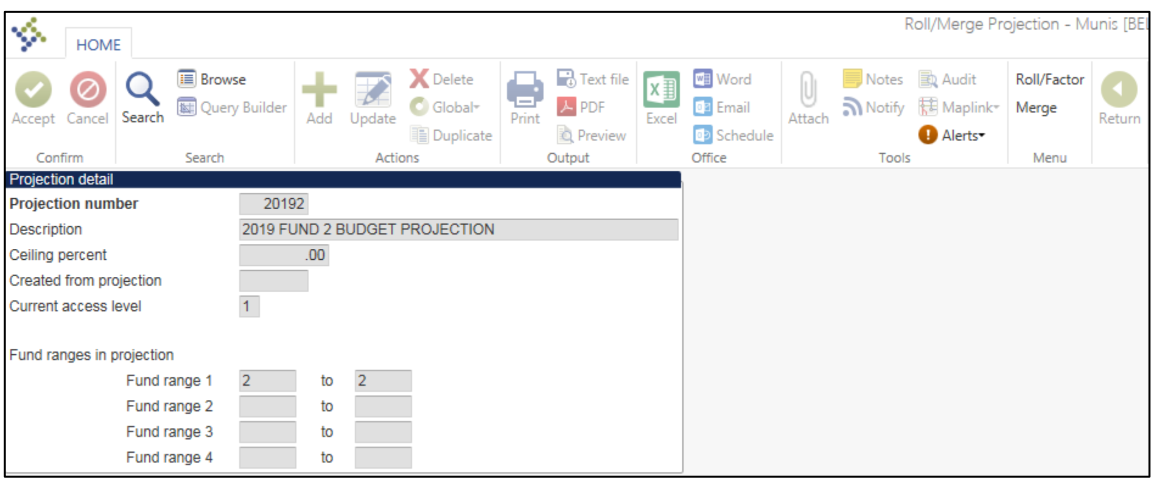
3. Click **Accept** to generate the projection. The number of accounts that will be generated is reported.
4. Click **Yes** to create the projection.

Rolling the Budget Projection for Multi-year Funds

When the multi-year budget projection was created, budget amounts were placed in *Level 1-Requested*. The budget amounts must now be rolled to *Level 3-Tentative.*

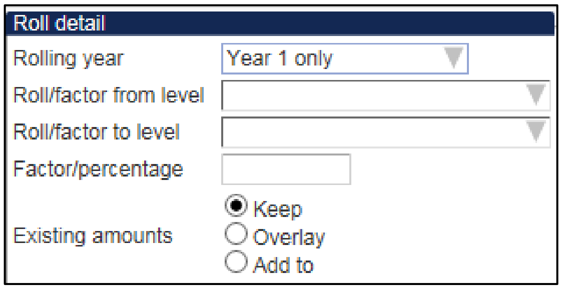
Navigate to Roll/Factor/Merge Projection to roll the budget amounts.

Financials >Budget Processing >Roll/Factor/Merge Projection



1. Verify the **Projection number** displayed is correct. Perform a search if the projection number is not the one that needs to be rolled.
2. Select **Roll/Factor** and a new window appears.
3. Select **Search** and click **Accept** to select all accounts within the projection.

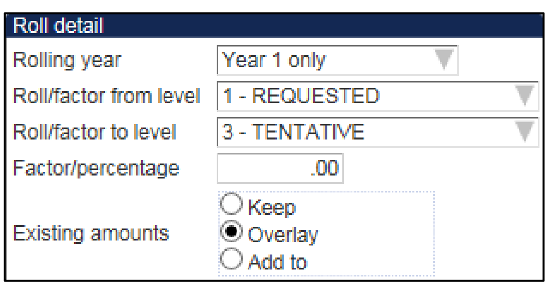
4. Select **Roll/Factor** and the screen below will appear.



   Enter the information into the screen as follows:

   - Rolling year = Year 1 only
   - Roll/factor from level = 1-REQUESTED
   - Roll/factor to level = 3-TENTATIVE
   - Factor/percentage = leave as .00 if you want budget amounts to come in exactly the same as budgets on prior year's project budgets or enter a number for percentage increase if you choose to increase budgets from last year's project amounts.
   - Existing amounts = Most commonly used option is **Overlay**. However, select **Keep** if you've already entered budgets for some of the project accounts. Select **Add to** if you're using a percentage to increase last year's project budget amounts for this projection.

   Example of completed screen:



5. Click **Accept**. A window appears prompting user to process the update.
6. Select **Yes** to process the update.

   This process can take several minutes to complete, depending on the number of accounts within the projection.

7. Repeat the process of rolling the budget projection for each Multi-year Fund budget projection.

Using Next Year Budget Entry to Update Budget Amounts

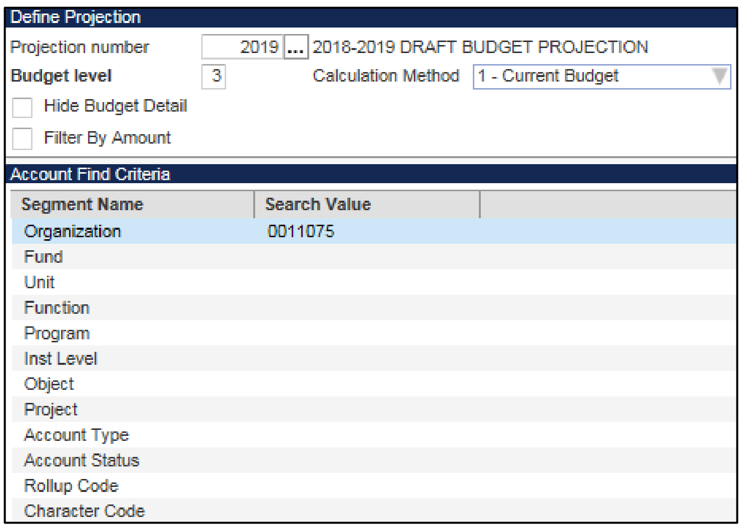
After rolling the budget projections to Level 3, accounts can be updated to reflect the amount you want to use for the upcoming year. If you have similar accounts (e.g. salary accounts) you wish to increase or decrease by a certain percentage, this can be accomplished using a mass update.

Within this section, there are three different ways shown to update budget amounts. In order to start the update process, a projection with accounts must first be selected.

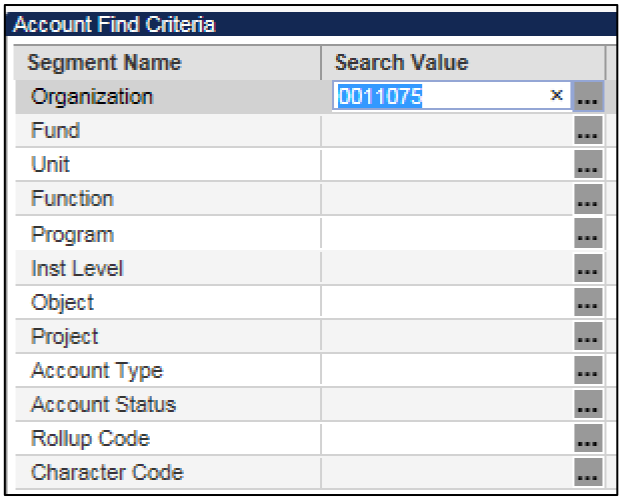
Navigate to **Next Year Budget Entry** to begin entering budgets for the projection(s).

Financials >Budget Processing >Next Year Budget Entry

The following screen is displayed:



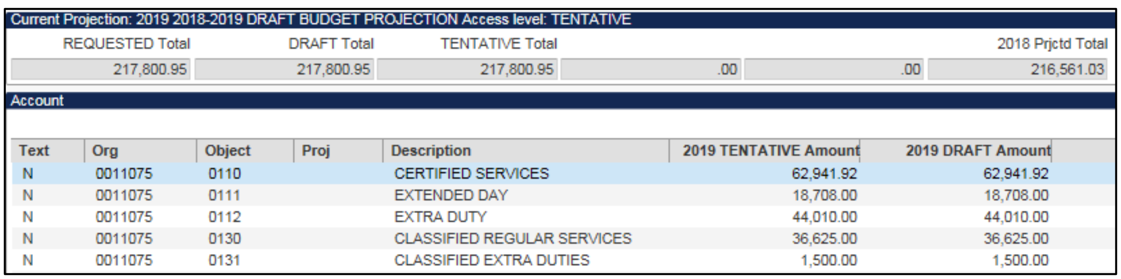
1. Ensure the **Projection number** is correct and the **Budget level** shows **3** before proceeding or change, if necessary.
2. Click **Accept** to proceed.
3. Enter information into the **Account Find Criteria** section of the screen to select the accounts to modify and click **Accept** to proceed.
   This screen can be used in the same manner as Segment Find is used in other programs. Any combination of segments and segment ranges can be entered for the criteria.
   To find all accounts within the projection, simply click **Accept** without entering any information into this section.



Account Find Criteria

Segment Name	Search Value
Organization	0011075
Fund	
Unit	
Function	
Program	
Inst Level	
Object	
Project	
Account Type	
Account Status	
Rollup Code	
Character Code	

The sample screenshot below reflects some accounts from org code 0011075:



Current Projection: 2019 2018-2019 DRAFT BUDGET PROJECTION Access level: TENTATIVE

REQUESTED Total	DRAFT Total	TENTATIVE Total			2018 Prjctd Total
217,800.95	217,800.95	217,800.95	.00	.00	216,561.03

Account

Text	Org	Object	Proj	Description	2019 TENTATIVE Amount	2019 DRAFT Amount
N	0011075	0110		CERTIFIED SERVICES	62,941.92	62,941.92
N	0011075	0111		EXTENDED DAY	18,708.00	18,708.00
N	0011075	0112		EXTRA DUTY	44,010.00	44,010.00
N	0011075	0130		CLASSIFIED REGULAR SERVICES	36,625.00	36,625.00
N	0011075	0131		CLASSIFIED EXTRA DUTIES	1,500.00	1,500.00

<u>Note:</u> The screen will display budget and actual information for the current fiscal year as well as any budget amounts in the projection for the next fiscal year. Right click on a column heading and check or uncheck columns to change the columns that display on the screen.

Option 1 – Update Budget Amounts from the Main Screen One Account at a Time

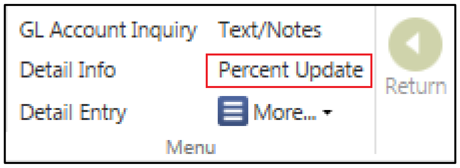
After accounts have been found, budget amounts can now be updated.

1. Select **Update**.
2. Enter the new amount and click the down arrow key or use your mouse to go to the next account.
3. When you are finished with the group of accounts, click **Accept** to proceed.
4. Select **Search** to find a new group of accounts and repeat the **Update** process.

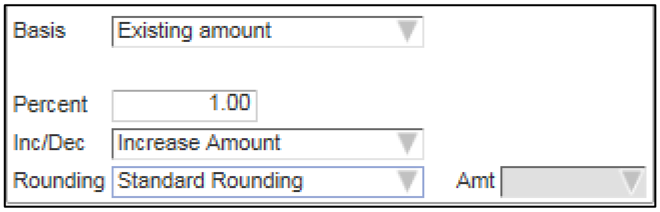
Option 2 – Update a Group of Accounts Using a Percentage of Increase or Decrease

After accounts have been found, budget amounts can be mass updated using the option, **Percent Update**.

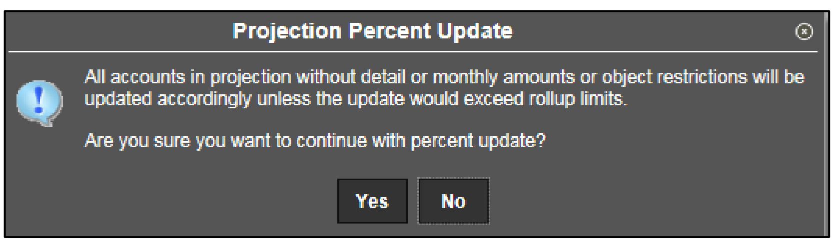
1. From the main screen of **Next Year Budget Entry**, select **Percent Update**.



   The screen below will appear:



2. Enter criteria into the screen as needed.
   - Basis = Most commonly used option would be Existing Amount but other options are available.
   - Percent = Enter the percentage of increase or decrease that you want applied to the basis selected.
   - Inc/Dec = Select Increase Amount or Decrease Amount.
   - Rounding = Most commonly used option is Standard Rounding but other options are available.
3. Select **Accept**.
4. If ready to proceed with the update, select **Yes** to the message that will appear:

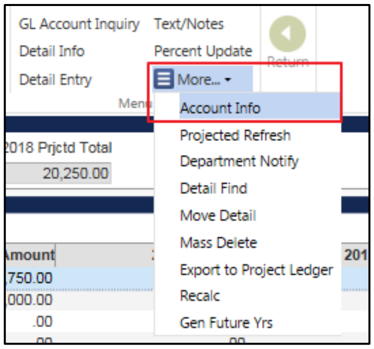


5. Upon selecting **Yes**, all accounts that were found will be increased or decreased according to the criteria that was entered into the **Percent Update** screen.

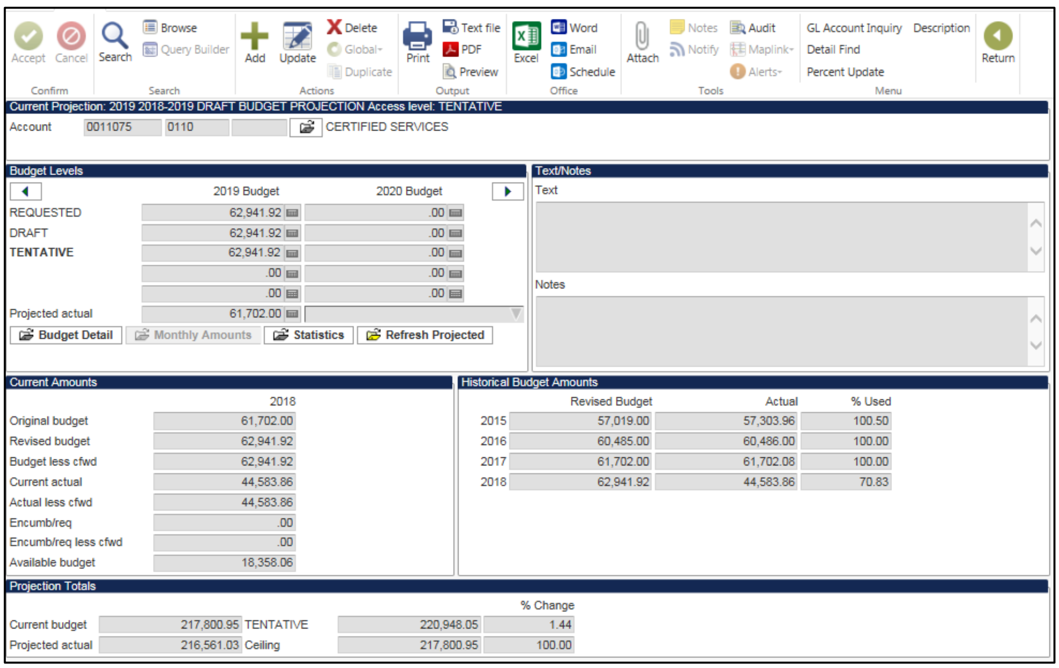
Option 3 – Update Accounts One at a Time from the Account Info Screen

After accounts have been found, budget amounts can be updated using the **Account Info** view.

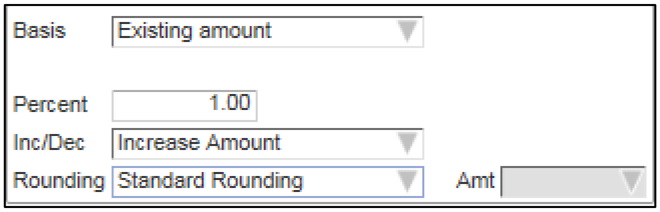
1. Double-click on an account or select **Account Info**.



The following screen is an example of **Account Info**:



2. Accounts can be manually updated one at a time by selecting **Update** and entering the amount.
3. Click **Accept** after amount has been changed to an account.
4. Use the arrows at the bottom of the screen to get to the next account. A new search can also be performed from this screen if you're ready to find a different account or group of accounts.
5. Accounts can also be updated one at a time using a percentage of increase or decrease. Select **Percent Update** to use this option.
   The screen below will appear.

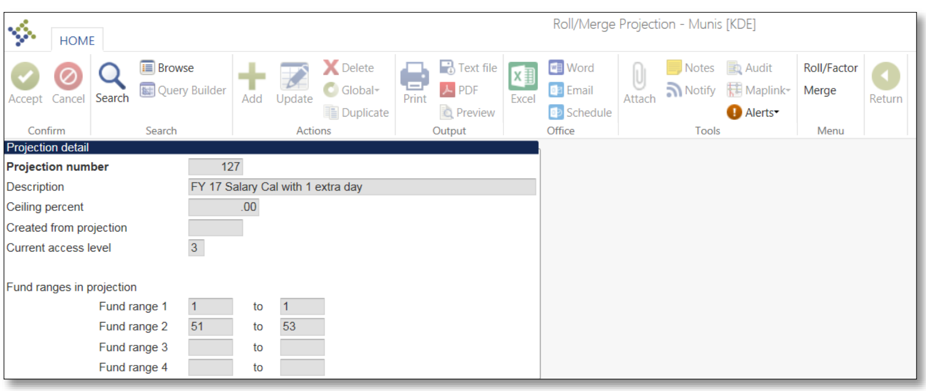


6. Enter criteria into the screen as needed.
    - Basis = Most commonly used option would be Existing Amount but other options are available.
    - Percent = Enter the percentage of increase or decrease that you want applied to
    - Inc/Dec = Select Increase Amount or Decrease Amount.
    - Rounding = Most commonly used option is Standard Rounding but other options are available.
7. Click **Accept** to apply the percentage change.

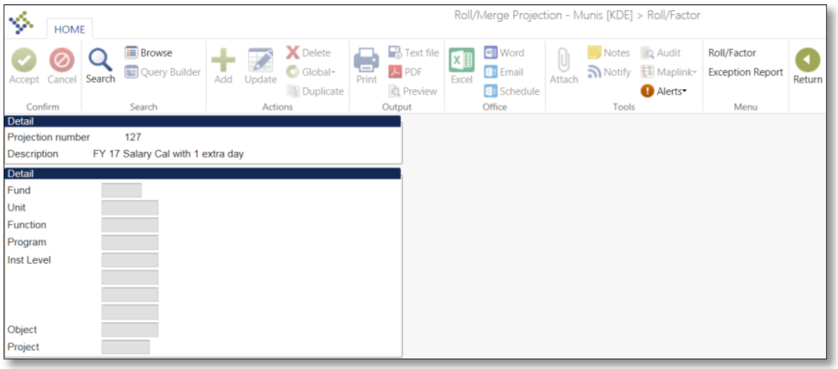
Using Roll/Factor to Increase Budgets on a Group of Accounts

Roll/Factor/Merge functionality can be used to adjust budget amounts on a group of accounts or on all accounts in a projection. Amounts can be increased or decreased by a percentage. For example, you can choose to increase all salary and benefit accounts by a percentage.

Navigate to Roll/Factor/Merge Projection
Financials > Budget Processing > Roll/Factor/Merge Projection

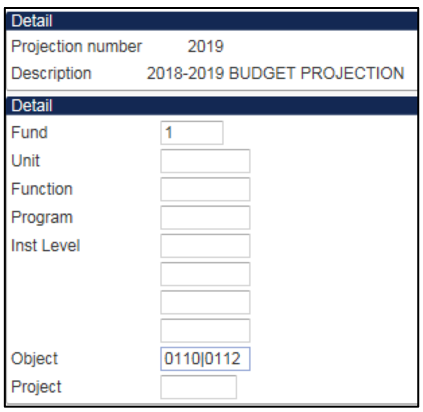


1. Verify the **Projection number** displayed is correct.
2. Select **Roll/Factor** and a new window appears.

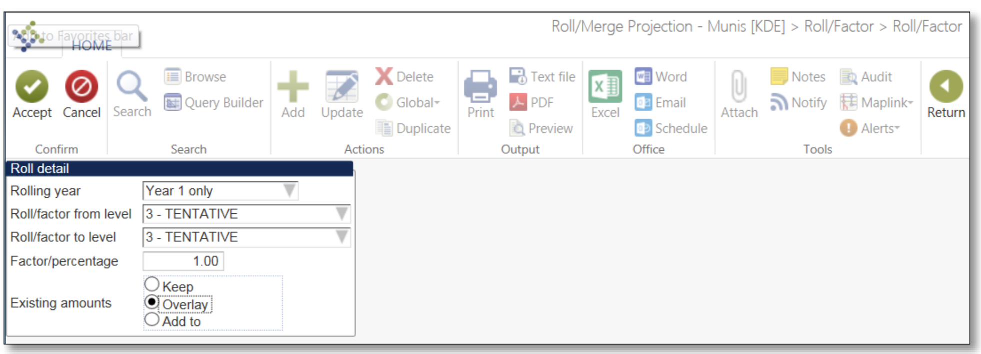


3. Select **Search** and enter criteria to select a group of accounts to factor.

   For example, you can find a specific fund and/or range of object codes (0110:0113). Click **Accept** to select the accounts matching the criteria.



4. Select **Roll/Factor** and the following window appears:



5. Enter information as displayed in screenshot above but change the Factor/percentage to what you need.
6. Click **Accept**. Click **Yes** to proceed when you are ready to process the updates.

Using Central Budget Entry to Update Budget Amounts

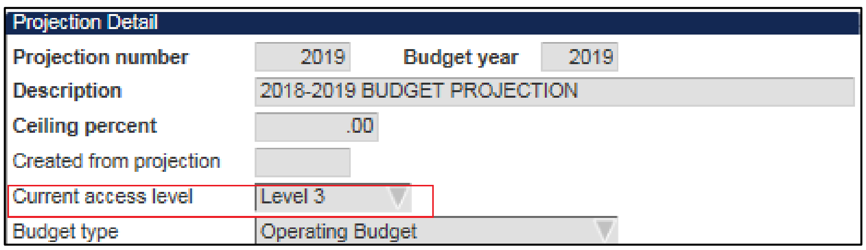
The **Central Budget Entry** program was released in version 11.1. This program is designed as a consolidated resource for completing the budget entry and request process. The program enforces maximum threshold amounts and budget access dates and produces department notifications. This is a great option for users who want to take advantage of new functionality!

Prior to opening **Central Budget Entry**, make sure the **Current access level** is set to **3** on the **Define/Start Budget Projection** screen.

Navigate to **Define/Start Budget Projection**.

Financials >Budget Processing >Define/Start Budget Projection

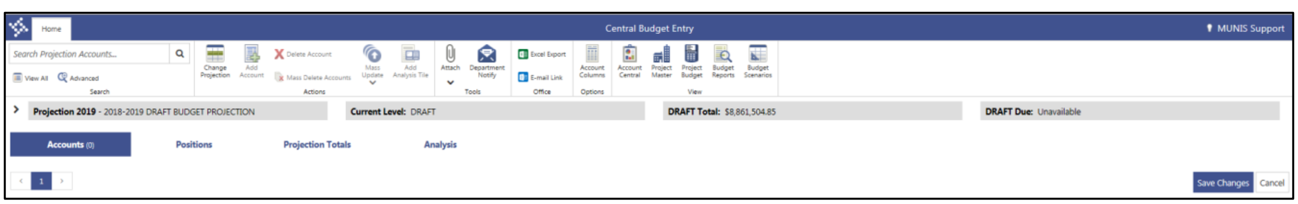
1. Select **Update**
2. Change the **Current access level** to **3** as shown in the screenshot below:



Navigate to Central Budget Entry after the access level has been set.

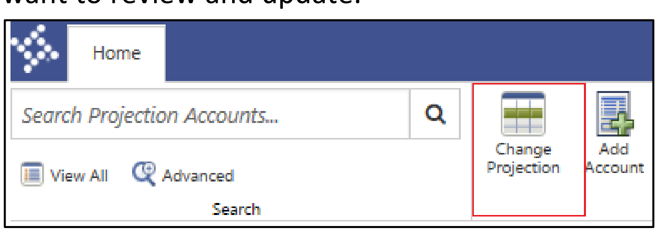
Financials >Budget Processing >Central Budget Entry

Shown below is a screenshot of the initial screen that loads when opening Central Budget Entry:

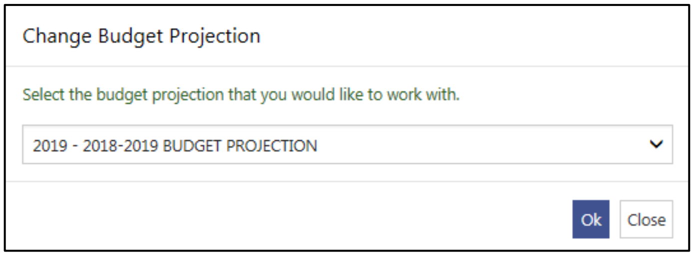


The Munis Ribbon is located at the top of the page and contains various search and action options. It is divided into five categories: Search, Actions, Tools, Office, Options and View.

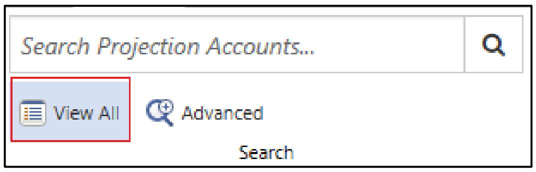
1. Select **Change Projection** in the **Actions** section of the ribbon and select the projection you want to review and update.



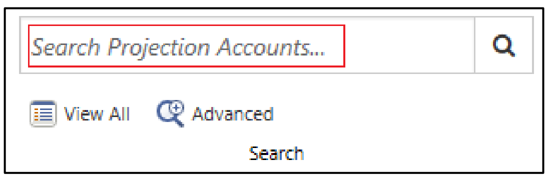
2. Select the projection from the drop-down box and click **Ok**.



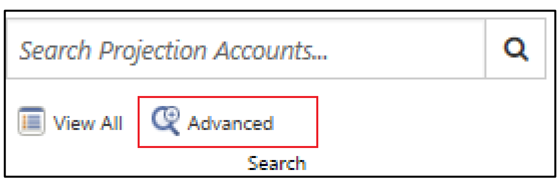
3. There are several options available to search accounts.
    - Click **View All** option to select all accounts in the projection.



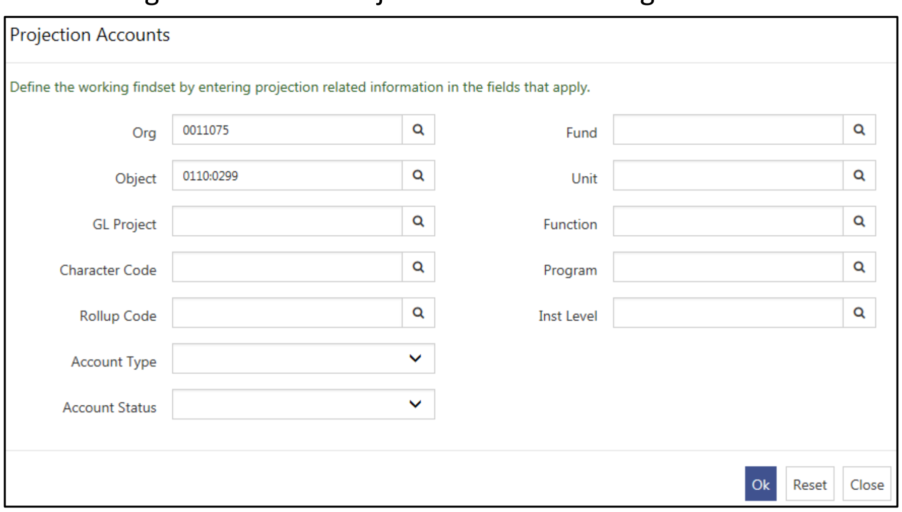
    - Find accounts contained within a single org code. Enter the org in the **Search Projection** Accounts field.



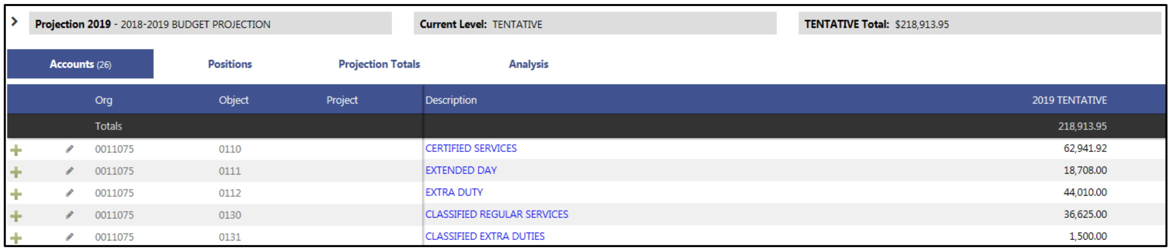
    - An advanced search can be performed by selecting **Advanced** in the search options.



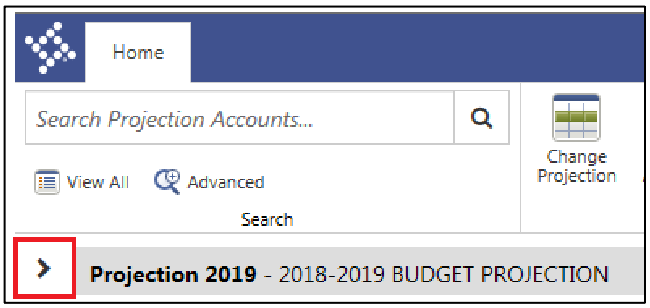
Enter search criteria into the screen then click **Ok**. The example shown below includes org 0011075 and object codes in the range of 0110 to 0299.



4. After a successful Search has been performed, the accounts will then load onto the screen. The accounts can be updated using a variety of methods discussed in the next section.

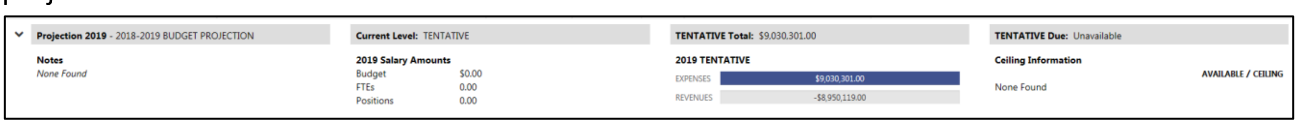


5. Click on the arrow located on the left side of the projection number to expand the budget information window.

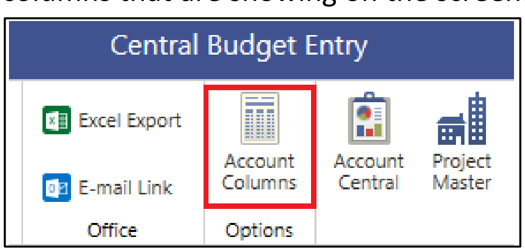


Collapsed screen for budget information window shows only the projection, current level, current level total expenditures, current level due date (if available).

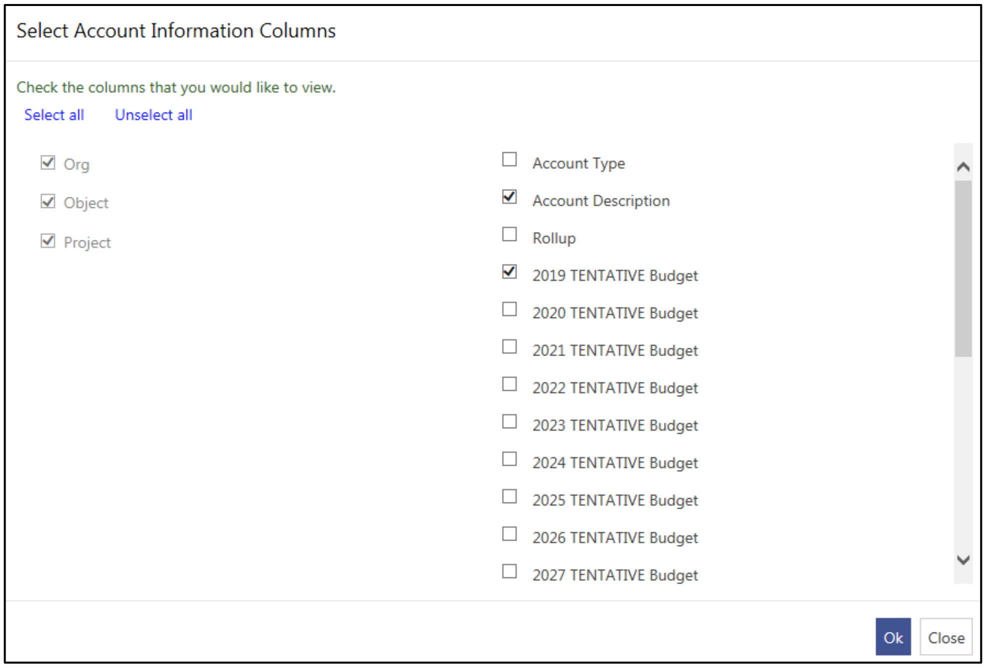
Expanded screen for budget information shows additional information available for the projection.



6. Click **Account Columns** in the **Options** section of the ribbon if you want to change the columns that are showing on the screen:

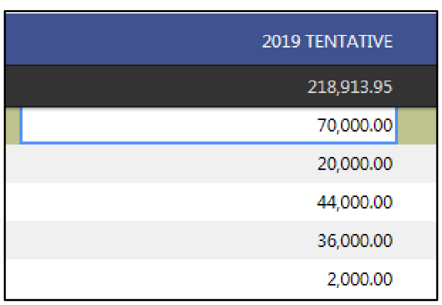


Check/Uncheck the fields you would like to see/not see on the screen and click OK when finished.



Updating Accounts Individually

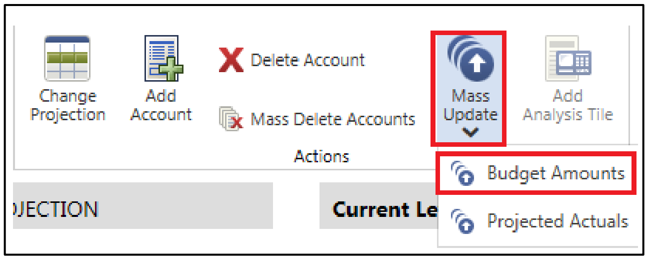
1. To individually update amounts, using your mouse, double click in an amount field and enter the new amount.



2. Press enter key after entering amount to get to the next account.
3. After all amounts in the selection have been updated, click **Save Changes** which is located at the bottom right of the screen.

Updating Accounts Using Mass Update

1. To update a group of accounts after performing a successful search, select **Mass Update** from the **Actions** section of the ribbon then choose **Budget amounts**.

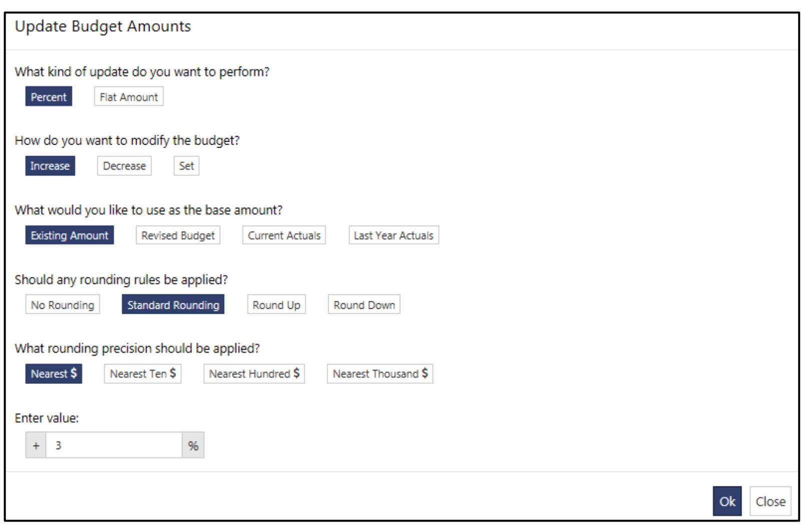


2. Enter update criteria into the screen.

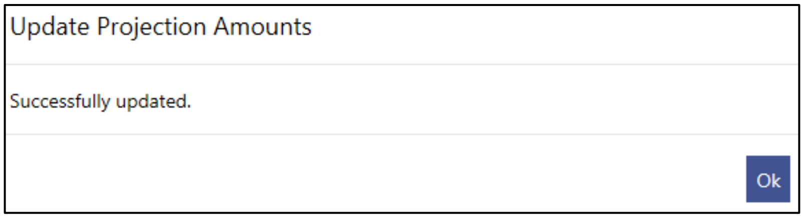
   Selections are as follows:

   - What kind of update do you want to perform? Percent, Flat Amount
   - How do you want to modify the budget? Increase, Decrease, Set
   - What would you like to use as the base amount? Existing Amount, Revised Budget, Current Actuals, Last Year Actuals
   - Should any rounding rules be applied? No Rounding, Standard Rounding, Round Up, Round Down
   - What rounding precision should be applied? Nearest $, Nearest Ten $, Nearest Hundred $, Nearest Thousand $
   - Enter Value. This is the number for flat amount or for the percentage that you want to use to increase/decrease the amounts.

   An example is shown below:



3. After the accounts have been updated, select **Ok** to the message, **Successfully updated**.

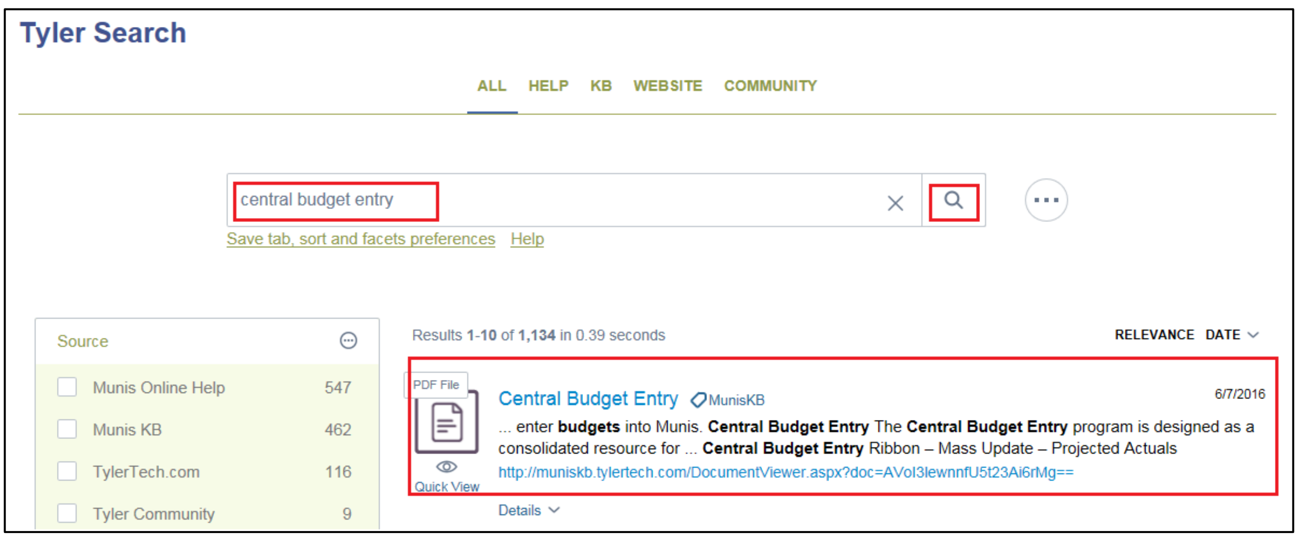


Central Budget Entry – Additional Information

A document for **Central Budget Entry** is available on the **Munis Support** website. It contains detailed information regarding the program.

[Munis Tyler Search website address]

Enter **central budget entry** into the search field of the Tyler Search screen and then click the magnifying glass.



Download the document entitled, **Central Budget Entry**, dated 6/7/2016.

Generating Next Year Budget Reports

The **Next Year Budget Reports** program includes several reporting options that provide budget information for a specified Budget Projection or accounts within a budget projection. Generate these reports to review information contained in budget projections as well as to compare to historical information.

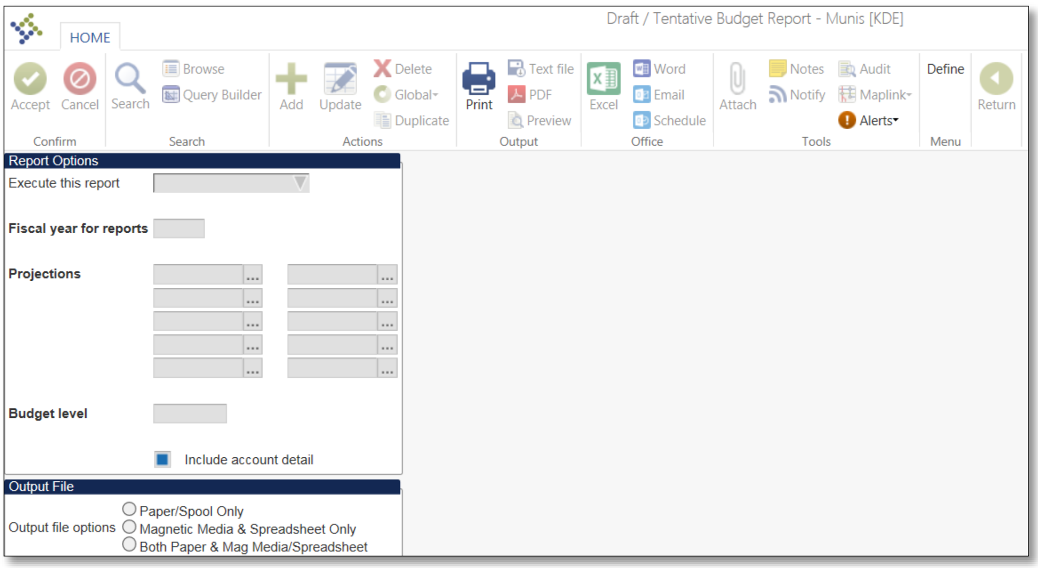
Refer to the document entitled **Next Year Budget Reports (MUNIS-BD-1)** for instructions on generating these reports. This document can be found on the KDE Munis Support & Guides webpage.

Generating the Tentative Budget Report

Navigate to **Draft/Tentative Budget Report** program

Financials >General Ledger Menu >Inquiries & Reports Menu >State Specific Reports >Kentucky >Draft/Tentative Budget Report

The following screen is displayed:



1. Select **Define**.
2. Select **Now** to **Execute this report**.
3. Enter criteria into the screen.
    - The **Fiscal Year for reports** field defaults to the next budget year. No change is necessary unless the report is being generated for a year other than the next budget year.
    - Enter projection numbers for all projections (up to 10) to be included on the report in the **Projections** field. You must include budget projections for annual funds and the budget projections for multi-year funds.
    - In the **Budget Level** field enter **3** for Tentative Budget.
    - The **Include account detail** box is used to research discrepancies and to provide detailed reporting information.

    Notes:

    - ***Multiple state reporting requirements make it necessary to produce the Tentative Budget report in summary and in detail.***
    - ***The Tentative Budget report must be processed once with Account Detail and once without detail.***

  - ***KDE requires both file formats for submission.***
- Enter an **Output file option** from the list below:
  Paper/Spool Only **-** to print/spool the report only and to use Segment Find option
  Magnetic Media & Spreadsheet Only - to create the magnetic media and spreadsheet only (electronic files)
  Both Paper & Mag Media/Spreadsheet - to print/spool the report and create the magnetic media and spreadsheet files (electronic files).
- Select **Accept** to search screen in order to pull all accounts within the defined projections into the Tentative Budget report files. Depending on the number of accounts within the projections, this might take some time to generate.

PROCESSING ERRORS & WARNINGS

The program may return errors identified during processing. The following conditions may require corrective action before producing and submitting the report to KDE:

Errors: (Must be resolved.)

- Fund X Revenue (object codes => 0999) and Expenditures (object codes < 0999) do not equal

  This error indicates the budgeted revenues and expenditures for Fund X do not balance.
- Total Funds Transfer Revenue and Expenditures do not equal

  Fund X Revenue Transfers for object code 52** = $XXXX

  Fund X Expense transfer for function 5200 and object 091* = $XXXX

  If this error occurs as a result of transfers in or out of a prior year project, please send an email to finance.reports@education.ky.gov .
- Expense transfers for object 091* and NOT function 5200 exist

  Fund X and function XXXX=$XXXX

  This error indicates the object is attached to an incorrect function code.

Refer to ***Appendix B*** for information on resolving fund transfer errors.

Warnings:

- Negative budget amounts exist in Fund X for $XXX for function XXXX and object code XXXX

  Only reported for Funds < 7X

- Contingency fund percentage is less than 2%

  Contingency % is calculated as follows:

  A = sum of object code 0840 for fund 1*

  B = total expense accounts for funds 1 and 51 and

  Expenditure Objects less than 0900 and not 0280 and not project 16MX

  Contingency % = A / (B – A)

- Budget amounts do not exist for fund X

  Budgeted revenues or expenditures do NOT exist for funds 1, 2, 310, 320, 400 or 51 for the reporting year

Take corrective action on all errors and any warnings before proceeding to the next step.

4. Select **Print**.

   If the **Paper/Spool Only** or **Both Paper and Mag Media/Spreadsheet** option was selected, you will need to choose an output method from the screen.

   Note: ***There is a delay while the accounts are processed.***

5. When the process is complete, the names of the spreadsheet and magnetic media (electronic) files will be displayed.
   - When the report is processed with Include Account Detail as “N”, the following reports are generated:
     - TENddd.XXXX Tentative Budget Magnetic Media File
     - TSFddd.XXXX Tentative Budget Spreadsheet File
   - When the report is processed with Include Account Detail as “Y”, the following reports are generated:
     - TEDddd.XXXX Tentative Budget Magnetic Media File with account detail
     - TSDddd.XXXX Tentative Budget Spreadsheet File with account detail

   Note: ***The ddd represents your District Number.***

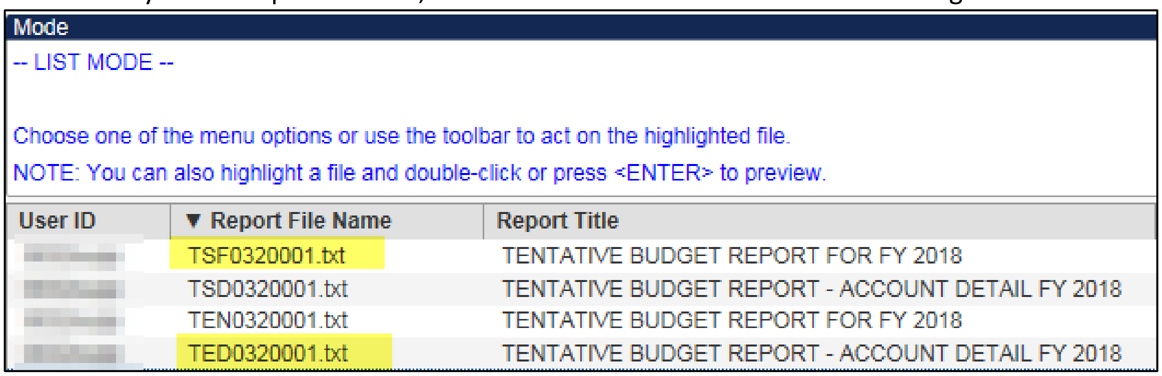
Preparing Tentative Budget Files for Submission

The required Tentative Budget Files are submitted through a web-based application, which is the same used to submit SEEK trend data, PSD/CSD Files, Salary Tables and the AFR Files.

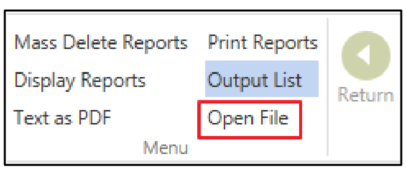
Below are the instructions to prepare the Tentative Budget files for submission. These instructions are used after the Tentative Budget has been created with detail and without detail as directed in the steps above. ***Only the TED and TSF Tentative Budget files will need to be submitted to KDE.***

Navigate to **My Saved Reports**:
Munis> Departmental Functions > My Saved Reports

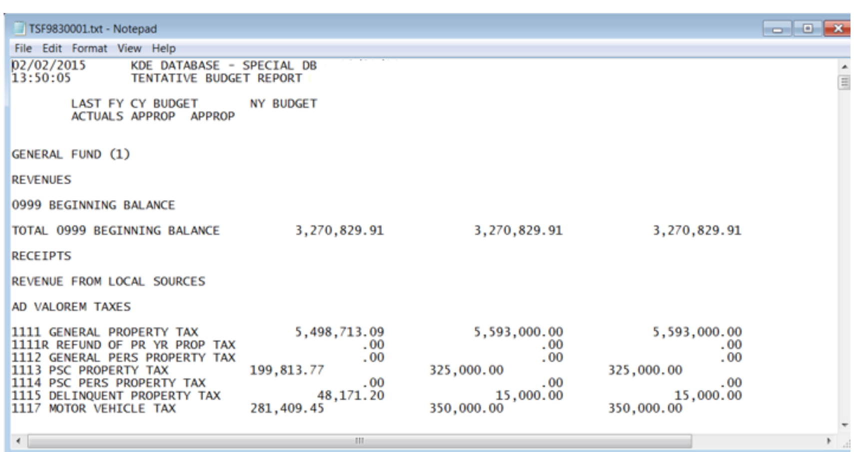
From the My Saved Reports screen, two files will be selected. The file names begin with **TSF** and **TED**.



1. Highlight the **TSF** file and then select **Open File.**



You might also receive another prompt and will need to select **Open**.
The text file (example shown below) will open.



2. Click **File** then **Save As**.

3. Choose the folder to which you want to save the file. Select **Make New Folder** if a folder has not previously been created.
4. Do not change the name of the file. Click **OK** when you are ready to save the file.
5. Repeat steps above to save the **TED** file.
6. You are now ready to submit the Tentative Budget files using the SEEK web-based application.

Tentative Budget Web Submission

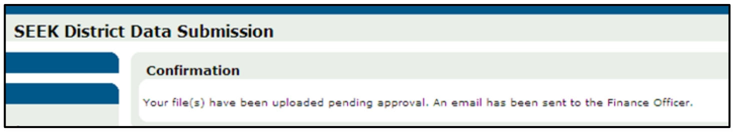
The web-based application is the same application that is used to submit SEEK trend data, PSD/CSD Files, Salary Tables and the AFR Files. Districts should check with technology staff if a user name and password are needed for this application. Districts will only be allowed to submit one Tentative Budget. Once the Tentative Budget Files have been prepared, follow the instructions below for submission:

1. Go to the SEEK District Data Submission login screen.

[Division of District Support SEEK Submission website]

2. Enter your User Name and Password and select Submit. This will open the SEEK District Data Submission Home page.
3. Click the Financial Forms link on the left side of the screen. The list will expand to reveal the available forms options.
4. Click the Tentative Budget link under the list of Financial Forms options to go to the Tentative Budget Submission screen.

5. Select Browse at the end of the Tentative Budget row. You will then be able to select the file to upload by opening the **Choose file** screen. Select the TED file and click Open.
6. Select Browse at the end of the Tentative Budget Summary row to upload the summary file. When **Choose file** screen opens, find the TSF file and click Open.
7. Select Submit to upload the files. Once the files have been successfully submitted, a confirmation screen will appear.



8. The submission process is now complete. Click the red X and the screen will close.

Questions related to the submission of Tentative Budget electronic files need to be sent to finance.reports@education.ky.gov.

Possible Errors Received During Submission Process

Missed their submission window.
This form is only open during the following dates: XX/XX/XXXX – XX/XX/XXXX.

We have closed the form submission process.
This form has been closed. No data may be submitted at this time.

Internal error with application.
There was an error in loading the page. Please try again later.

File has already been uploaded.
File has been uploaded.

Did not choose file.
Please select the TED Tentative Budget file.
OR
Please select the TSF Tentative Budget file.

Chose wrong file.
Please upload a valid Tentative Budget file.
OR
Please upload a valid TSF Tentative Budget file.

Test to make sure the layout of the detail file is correct.
The Finance Record Import file layout is incorrect.

Invalid district number in detail file.
The following errors were found in files uploaded:
The Finance Record Import file contains an invalid district number.

Invalid fiscal year in detail file.
The following errors were found in files uploaded:
The Finance Record Import file contains an invalid fiscal year.

Not one expenditure record for fund. This applies to funds 1, 2, 310, 320 and 51.
The following errors were found in files uploaded:
The Finance Record Import file does not contain an object code between 0100 and 0998 for fund code 1.

Not one revenue record for fund. This applies to funds 1, 2, 310, 320 and 51.
The following errors were found in files uploaded:
The Finance Record Import file does not contain an object code between 0998 and 5640 for fund code 1.

Invalid fund codes in submission.
The following errors were found in files uploaded:
The Finance Record Import file contains invalid fund code(s).

***Note:* Refer to the Tentative and Working Budget Submission Guide for a detailed listing of errors and warnings that may occur after the budget files have been submitted. This guide is found on the KDE Munis Support & Guides webpage in the Budgets section.**

Appendix A: Project Numbering Convention

X will not be used to identify a fiscal year as it is used to identify General Fund expenditures for state and federal grants.

FISCAL YEAR	4th DIGIT OF PROJECT CODE
2015	A
2016	B
2017	C
2018	D
2019	E
2020	F
2021	G
2022	H
2023	I
2024	J
2025	K
2026	L
2027	M
2028	N
2029	O
2030	P
2031	Q
2032	R
2033	S
2034	T
2035	U
2036	V
2037	W
2038	Y
2039	Z

Appendix B: Resolving Fund Transfer Errors

When the message below is received, there are a few steps that can be taken to identify the discrepancy involving fund transfer accounts.

- Total Funds Transfer Revenue and Expenditures do not equal

  Fund X Revenue Transfers for object code 52** = $XXXX

  Fund X Expense transfer for function 5200 and object 091* = $XXXX

First, verify that transfer accounts have been set up properly. Many times, the transfer discrepancy is the result of an org code that was added to the chart of accounts with an invalid segment, a transfer object code was linked to a non-transfer org code or a non-transfer object code has been linked to a transfer org code.

Step 1 - Verify Accounts Containing Function 5200

Only transfer org codes should have a function of 5200. Perform a search in G/L Account Master or a Segment Find G/L Account Inquiry using 52* in the function code field. Review the records to make sure only org codes ending in 13 are in the found set. (Examples: 00011**13**, 00021**13**, 00032**13**, etc.). If there are other org codes, you will need to update the org to reflect the correct function.

Also, review the accounts and make sure the only object codes attached to the transfer orgs begin with 091 (**091**0, **091**3, **091**4, etc.). If other object codes have been linked to a transfer org, changes will have to be performed.

***Note:* Refer to the document, COA Changes, in the Budgets & General Ledger-Miscellaneous section of the *KDE Munis Support & Guides* webpage.**

Step 2 - Verify Accounts Containing Object Code 091*

All transfer object codes must be attached to a valid transfer function code. Perform a Find in G/L Account Master or G/L Account Inquiry using 091* in the object code field. Review the records to make sure each transfer object code has been linked to a transfer org code. Transfer org codes end in 13 and have a function code of 5200 (Examples: 00011**13**, 00021**13**, 00032**13**, etc.). If there are object codes attached to non-transfer org codes, changes will have to be made.

***Note:* Refer to the document, COA Changes, in the Budgets & General Ledger-Miscellaneous section of the *KDE Munis Support & Guides* webpage.**

If errors still exist after performing Step 1 & 2 – Proceed to next step.

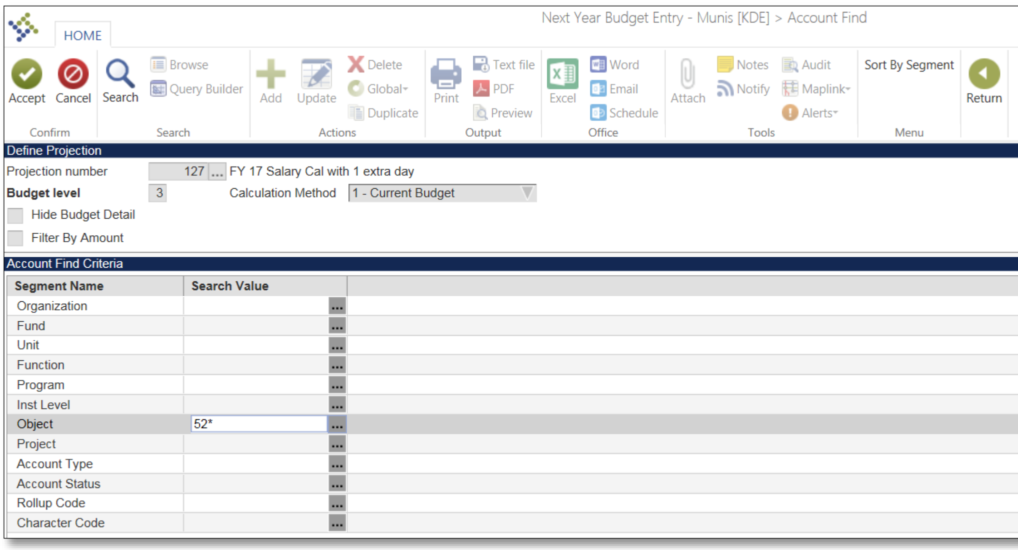
Step 3 – Identify Revenue & Expenditure Transfer Accounts & Budgets

There are a couple of options to use to identify transfer accounts.

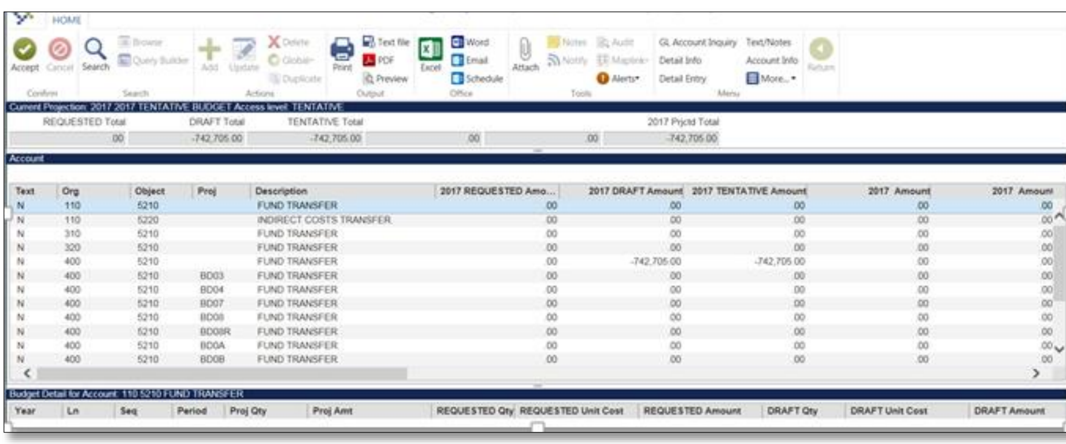
Option 1 - Using Excel Export to Verify Transfers

Revenue Transfers

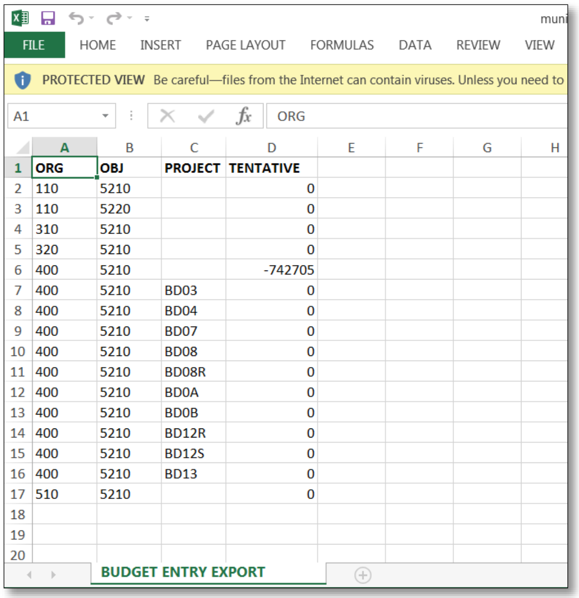
Within ***Next Year Budget Entry***, perform a Segment Find on the Annual Fund projection for ***Revenue Transfer*** accounts. Using 52* in the object code field will find all transfer revenue object codes within the projection.



Example of records that will be found:



The accounts above can be exported to Excel for easy review. Select the ***Excel*** icon then select desired budget report. Click OK. The “Export account information or detail information” box opens. Choose and select. Click **Accept**. You may choose the columns to move to Excel. Then click **Accept** again**.**

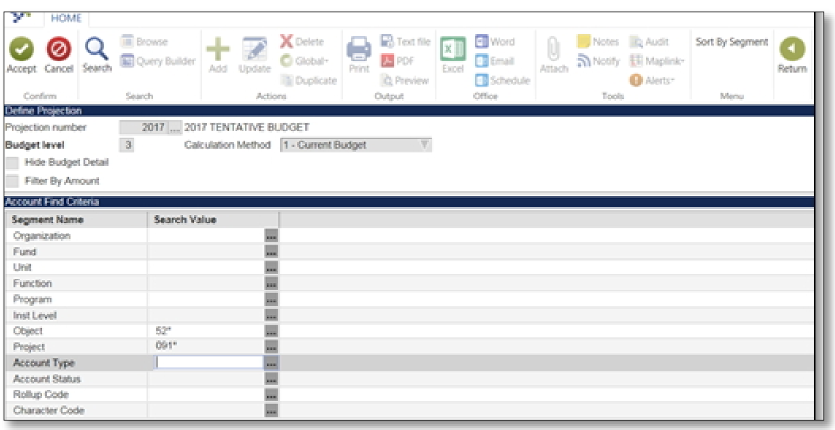


ORG	OBJ	PROJECT	TENTATIVE
110	5210		0
110	5220		0
310	5210		0
320	5210		0
400	5210		-742705
400	5210	BD03	0
400	5210	BD04	0
400	5210	BD07	0
400	5210	BD08	0
400	5210	BD08R	0
400	5210	BD0A	0
400	5210	BD0B	0
400	5210	BD12R	0
400	5210	BD12S	0
400	5210	BD13	0
510	5210		0

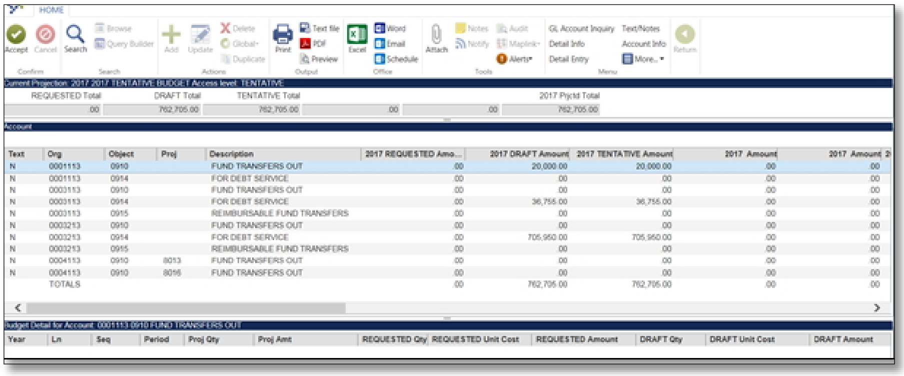
Save the Excel file for use after transfer accounts from all projections have been exported.

Expenditure Transfers

Perform another Segment Find for ***Expenditure Transfer*** accounts. Using 52* in the Function field and 091* in the Object field will display all expenditure transfer accounts that are included in the budget projection.



Example:



Export the information into Excel then continue with the directions below.

If you have multiple Annual Fund projections, repeat the process for the other projection(s).

Repeat the process for all Multi-Year Fund projections.

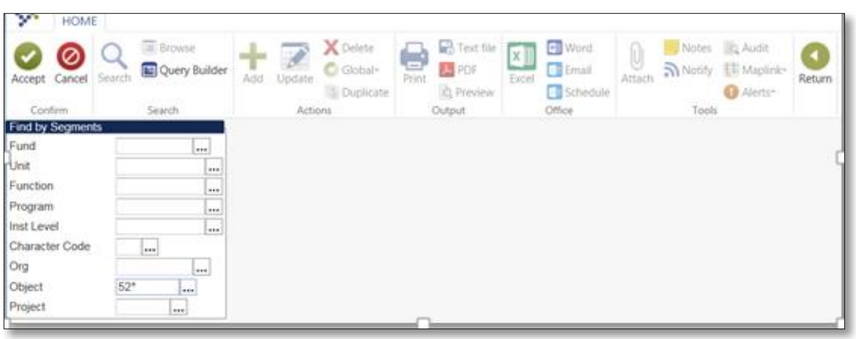
After all transfer codes have been found and exported to Excel, go back to one of the Excel files. One way to find the problem is to cut and paste from each document into one so all accounts are reflected on one spreadsheet. Separate the Expenditure codes from the Revenue codes and add formulas to the spreadsheet to calculate the totals of each and the difference between the revenue and expenditure accounts.

Make necessary changes in **Next Year Budget Entry** before generating a new budget report.

<u>Option 2 - Verify Fund Transfers using the Draft/Tentative Budget Report in printed/display form</u>

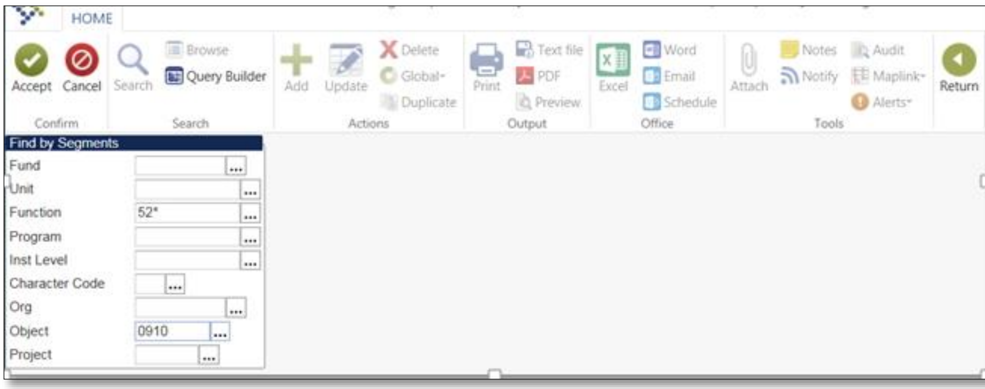
From the **Draft/Tentative Budget Report** screen choose **Define**. Enter the criteria for the Tentative Budget. Make sure to include all projections. Click **Accept**.

Segment Find – use 52* in the object code field and then **Accept**:



Select a method of output for the report.

Define the screen again using the appropriate projection numbers and complete the Segment Find screen as shown below:



Select a method of output for the report.

Review the reports to determine why the transfers do not match.

Make changes in **Next Year Budget Entry** before generating a new budget report.